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30 September 1960

MEMORANDUM FOR THE RECORD

SUBJECT: OTR Education Committee Meeting

1. The OTR Education Committee met on 29 September at 1300 hours and all members were in attendance. [REDACTED] <sup>now</sup> 25X1A9a the official representative from OTR Registrar, was welcomed aboard.

2. A status report was given on the instructor handbook to the effect that it has been generally combined with the training officers' handbook being produced by the Registrar. The Registrar's handbook, in addition to his outline, will now include such items that were originally a part of the instructor's handbook; i.e., those things having to do with procedures, administration, services to the instructor, and the like. The other handbook with a tentative title "Guidelines for Effective Teaching" will include those elements of information which should contribute toward making an instructor more effective in the classroom; i.e., course and lesson planning, techniques of instruction, evaluating student progress, everyday problems in the classroom, bibliography.

3. A status report was given on the training report regulation. Information was to the effect that it had been coordinated through all the School and Staff Chiefs and would now be coordinated through the component senior training officers. It is anticipated that this will be produced in the form of a regulation around 12 October 1960.

4. The report was given on the control and distribution of written training materials produced by OTR and the implications thereto. Mr. [REDACTED] was asked to head a committee, including [REDACTED] and Mr. 25X1A to report back at the next meeting suggested policies and plans for handling this suggestion.

5. A final course report was the last item of consideration. It was noted that several Schools are following several procedures in making such reports; i.e., several Schools make detailed and full course reports following the elements outlined in a proposed OTR

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Notice dated 24 July 1958. Several other Schools used the media of the weekly activity report wherein highly selected and pertinent comments were made regarding course presentations. On occasion this was supplemented with a memorandum to DTR. [REDACTED] 25X1A9a to ascertain from DTR his specific desires on this subject and whether or not any standardized procedure is preferred. Members of the committee representing Schools were asked to be prepared to indicate their suggested guidelines for final course reporting for the various courses conducted within their Schools.

[REDACTED]

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Educational Specialist

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